

## REQUESTS FOR USE OF LAND/WATER APPLICANT INFORMATION

### U.S. ARMY CORPS OF ENGINEERS WILMINGTON DISTRICT DAM AND LAKE PROJECTS

Requests for use of Government property at Lakes under the stewardship of the US Army Corps of Engineers must be submitted in writing to the Operations Manager. An initial request should include the minimum information identified below. All requests will be evaluated through our land use request review process.

The initial submission will be evaluated in coordination with other managing agencies to determine if the proposal is appropriate for location on Government property. Additional information may be requested. Preliminary reviews may take 30 days or longer. Applicant will be notified in writing when a determination is made.

**I. Minimum Information for Initial Request:** Information may be submitted in an approved digital format. Applicants should coordinate with Lake staff prior to submittal.

- A. Location of proposed activity.
- B. Identify the purpose and need.
- C. Describe footprint of proposed activity including structures/facilities, dimensions, and acreage of Government property being requested.
- D. Provide justification for use of Government property. Provide information on alternative routes/locations being considered, including those off of Government property.
- E. Describe basic construction methods and alternatives.
- F. Exhibit/s (site map, survey, drawing, aerial photograph etc.) depicting proposed location relative to Government property and other significant features.
- G. State the duration for which the proposed activity is requested. Include the duration of any temporary use.
- H. Describe anticipated impacts such as removal of vegetation, ground disturbance, wetland impacts, amount of fill within the reservoir or its flood pool, activities in the floodplain, etc.
- I. Identify Applicant/Grantee/POC:
  - 1. Applicant: Name, address, and phone number of person/entity making request or having request made on their behalf. (The applicant is considered to be the financially responsible party.)
  - 2. Grantee: Identify to whom a real-estate instrument would be assigned if request were approved. (city, county, agency, utility company, etc.) Title, name, address, and phone number of person legally responsible for signing a real estate document.
  - 3. Point of Contact (POC): name, address, and phone number. If the POC for an action is someone other than the applicant/grantee, it is the responsibility of the applicant/grantee to coordinate with that POC working on their behalf. All information regarding a proposal will be addressed to the POC with a copy to the applicant/grantee.

## **II. Detailed Proposal:**

If after reviewing the initial request, the Corps determines that the requested activity may be feasible and will be considered further, the information below must be provided. Additional information may be requested based on the nature of the proposed activity.

The applicant will reimburse the Government for administrative expenses incurred by the Government for review of the request for use of Government property regardless of whether the request is ultimately approved or denied. Staff will provide an estimated time for completion and cost for review upon receipt of each submittal. Applicants will be provided with an estimate prior to incurring any expense. Payment based on estimated cost will be required in advance. Funds not expended will be returned to the applicant, additional funds may be requested based on revised estimates.

An Environmental Assessment (EA) or Environmental Impact Statement (EIS) may be required. The applicant would be responsible for preparation of the EA/EIS for review and approval by the Corps.

The time required to review a request is case specific. Minimum time to process a detailed proposal is typically six months to one year depending on the complexity and scale of the proposal. Submittal of inadequate or incomplete information will delay the review.

Information may be submitted in an approved digital format. Applicant should coordinate with staff prior to submittal.

Applicant may be required to mark/flag areas in the field to facilitate review and assessment of impacts. This must be done in coordination with Lake staff. A temporary right of entry or license will be required prior to conducting any survey activities on Government property.

### **A. Detailed Proposal Should Include:**

1. Site plan including a detailed description of the proposed facilities and basic construction methods, including alternatives.
2. Exhibit depicting the following:
  - a. Area of Government property being requested
  - b. Government property line
  - c. Elevation contours including upper guide contours and elevation intervals appropriate to the terrain.
  - d. Any structures or features that will be affected (e.g.: fences, roads, monuments, gates, intake structures, woods line, wetlands, other resources, etc.)
  - e. Portions of proposed project not on Government property
3. Acreage for proposed permanent and temporary use.
4. Narrative and table comparing impacts among alternatives.
5. Information on potential impacts to the following: Wildlife Habitat, Forest Resources, Wetlands, Endangered Species, Cultural, Historic, and Archeological Resources, Flood Storage Capacity, Fisheries, Recreation, Water Supply, Hydropower, Water Quality, Hazardous Materials, Aesthetics
6. Cubic yards of excavation and/or fill by elevation

### **III. Mitigation**

- A. All identified adverse impacts will be mitigated. Impacts to the environment, project purposes, Government programs and facilities, and the programs and facilities of partners managing Corps lands must be addressed. The applicant will develop a mitigation plan in coordination with the Corps and other appropriate agencies/entities. The applicant will be responsible for the cost of the development of the plan and the completion of required mitigation. Mitigation will be agreed upon prior to issuance of any real estate instrument.

### **IV. Plan Documents**

- A. If the proposed activity requires a change or supplement to Corps plan documents, the applicant would be responsible for cost associated with this process. Planning documents include the project master plan, shoreline management plan, operational management plan, and other written management plans. Cost varies based on the scope and magnitude of the proposal. An estimate would be provided prior to the applicant incurring any expense.

### **V. Approved Proposals**

- A. Applicants will be notified in writing when a determination is made.
- B. In addition to the cost of the review process, applicants who receive authorization to use Government property will be responsible for the following expenses:
  - 1. Administrative Fees – Cost for processing and execution of all real-estate documents.
  - 2. Consideration – Rental based on market value as determined by a Government appraiser.
  - 3. Mitigation - Applicant will be responsible for all cost including planning, construction, monitoring, reporting, etc. for mitigation of identified adverse impacts.
  - 4. Timber - Value of any marketable timber based on appraisal by a Registered Government Forester.

**NOTE:** Cost of the above items would be based on the final acreage of an approved activity. Mitigation requirements are based on a final determination of impacts. As such, final estimates of the cost of these items cannot be provided until the final scope of a project is determined, near the end of the process.

- C. Grantee must provide a metes and bounds survey plat depicting the outgranted area; including digital survey data for incorporation into the Corps' Geographical Information System (GIS).

## **VI. Contact information**

### **Falls Dam and Lake**

Address:  
Operations Manager  
U.S. Army Corps of Engineers  
Falls Lake  
11405 Falls of Neuse Road  
Wake Forest, NC 27587

Phone: (919) 846-9332  
Fax: (919) 846-1261

### **B. Everett Jordan Lake**

Mailing Address:  
Operations Manager  
U.S. Army Corps of Engineers  
B. Everett Jordan Lake  
PO Box 144  
Moncure, North Carolina 27559

Street Address:  
Jordan Lake Visitor Assistance Center  
2080 Jordan Dam Road  
Moncure, North Carolina 27559

Phone: 919-542-4501  
Fax: 919-542-3972

### **John H. Kerr Dam and Reservoir**

Address:  
Operations Manager  
U.S. Army Corps of Engineers  
John H. Kerr Dam and Reservoir  
1930 Mays Chapel Road  
Boydton, VA 23917

Phone: 434-738-6101  
Fax: 434-738-6541

### **Philpott Dam and Lake**

Address:  
Operations Manager  
U.S. Army Corps of Engineers  
1058 Philpott Dam Road  
Bassett, VA 24055

Phone: (276) 629-2703  
Fax: 276-629-3493

### **W Kerr Scott Dam and Reservoir**

Address:  
Operations Manager  
U.S. Army Corps of Engineers  
W Kerr Scott Dam and Reservoir  
499 Reservoir Road  
Wilkesboro, NC 28697

Phone: 336-921-3390  
Fax: 336-921-2330